Dear XXX,

On behalf of the Assessment Panel of the Arts and Sciences Curriculum Committee (ASCC), I would like to thank you for the GE Assessment Report that was submitted recently for COURSE 1234. The Assessment Panel reviewed that report at its meeting on DATE, and concluded that the GE assessment activity generally was acceptable and that the GE Assessment Report included most components that had been requested.

In particular, the Assessment Panel reviewed your GE Assessment Report for inclusion and completeness of the following components:

1) A clear description of the source(s) of assessment data (including prompts for essay questions, if those were used);

2) An explanation of the data used to evaluate student performance relative to the Expected Learning Outcomes for the XXXXXX GE Category. This includes showing examples of high, intermediate, and low performance, with the level of performance clearly labeled on each; and

3) An explanation of the steps that have been taken – and will be taken in the future – to improve student learning of the GE Expected Learning Outcomes for this category based on evidence collected during this assessment activity.

Based on its review, the Assessment Panel noted that information for Component XX was missing from your report, or that the presentation of Component XX could be strengthened. As a result, you are encouraged to include that component in your ongoing GE assessment of this course, and to address that component more explicitly in future GE Assessment Reports.

The Assessment Panel and the ASCC appreciate your work in performing this assessment. We encourage you to view GE assessment as an ongoing process, in order to improve the quality of our GE program overall and to enhance student learning.

 Sincerely,

 Chair, ASCC Assessment Panel